



Filling out your paperwork

There are two parts to the paperwork process.

1. Creating an account (this is basic name, address, phone information)
2. Filling in the required fields and online signatures.

How you create an account

- 1) Go to www.adventurelinks.net
- 2) Hit "Complete Paperwork" a yellow button found in the left hand menu
- 3) Select "Summer Camp"
- 4) Select "City of Falls Church"
- 5) Enter your code, or select "help locating code" and select the correct date/age group and enter the code in the empty box.
- 6) A window will pop up and ask if you have an account with us, if you do (from previous years or camps), enter in your information. In the event you have forgotten it, please call 1-800-877-0954. If you are a new customer, select "No, I am a new customer"
- 7) Follow the links from here to establish your account and register for the program (Note: no monies will be transacted at this time!!)
- 8) Upon registering for the program, Click on the Flashing Red button to Continue on and complete the medical information and signature portion of your paperwork.
- 9) This is a two-step process. Upon Registering (the first step), you will receive an email thanking you for registering and it will state that your Paperwork is NOT COMPLETE. Upon completing the paperwork (the second step), you will receive the exact same email, except this time it will show your paperwork as complete.
- 10) At this point you are done. To double check yourself, login to your account and check to make sure the paperwork status shows complete for you child/ren.

Tips to filling out your medical paperwork

- 1) You only need to complete the REQUIRED fields that are marked with a red asterisk *. There are some pages with optional information, you may choose to scroll to the bottom of the page and click "Save and Continue" to proceed.
- 2) When completing the online signatures, the typed name must match EXACTLY in order for the signature to be accepted. This means it is case sensitive as well as spacing sensitive. If someone mistakenly adds an extra space when originally typing their name, they will need to replicate such a space when typing the online signature.

If you have any questions at all, please call us at 1-800-877-0954.

Sincerely,

The Adventure Links Team
13220 Yates Ford Road
Clifton, Virginia 20124
571-281-3556
www.adventurelinks.net